



*The U.S. Embassy provides a good opportunity to work for
high-ranking officials in an international environment*

Position Vacancy: Human Resource Assistant

**September 22, 2003
159**

All Employees

OPEN TO: All Interested Candidates
POSITION: Human Resource Assistant, **FSN- 6, FP-8***
OPENING DATE: September 22, 2003
CLOSING DATE: October 6, 2003
WORK HOURS: Full Time 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$26,222p.a. (Starting salary)
(Position Grade: FP-8 is confirmed by Washington)
*Ordinarily Resident: 5,487,739¥ (starting salary) (Position Grade: FSN-6)

NOTE:

- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Only candidates that are selected for interviews will be contacted.

The U.S. Embassy in Tokyo is seeking individual for the position of Human Resource Assistant in the Human Resources Office.

BASIC FUNCTION OF POSITION

The employee is the American services specialist in the Human Resources Office working under the general direction of the American Human Resources Officer. Employee is frequently the first contact with newly assigned Embassy staff members providing them with guidance and instructions. Regularly serves approximately 300 employees of 23 agencies plus innumerable visitors. In performing assigned duties, employee works independently guided mainly by established policy and procedures; incumbent's independent judgments frequently required.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** U.S. High school diploma or host country equivalency is required.
2. **Previous Work Experience:** Minimum 2 years work experience in Human Resources or Administrative type work is required.
3. **Language Proficiency Level:** Level IV (Fluent) reading/writing/speaking English is required
4. **Skills and Abilities:** Ability to type 40 wpm and have basic computer skills is required.
5. **Knowledge:** Familiar with Microsoft Word, Excel, and Outlook, 3FAM & 6FAM as well as Foreign Service employment procedures and cable communication.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/wwwinfo-jobs.html>

SUBMIT APPLICATION TO

Human Resources Office
Attention: Mary Smith
Address: 1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT

Mary Smith
Telephone: 03-3224-5640
FAX: 03-3224-5818

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 6, 2003
An Equal Opportunity Employer

